

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 5312.12B
NMPC-492D/Pers-502
22 September 1983

SECNAV INSTRUCTION 5312.12B

From: Secretary of the Navy
To: All Ships and Stations

Subj: Selection of Department of the Navy Military
and Civilian Personnel and Contractor Employees
for assignment to Presidential Support Activities

Ref: (a) OPNAVINST 5510.1F
(b) DOD Directive 5220.22-M (NOTAL)

Encl: (1) DOD Directive 5210.55 of July 6, 1977
w/CH-1 inc.
(2) Certification of Medical Officer

1. Purpose. To promulgate enclosure (1) for information and compliance and to assign responsibility and prescribe procedures for its implementation.

2. Cancellation. SECNAV Instruction 5312.12A.

3. Policy. It is the policy of the Secretary of the Navy to assign only those personnel to duty in Presidential support activities who are considered the most suitably qualified.

4. Applicability and Scope. The policies and procedures for the nomination, screening, selection and continued evaluation of military and civilian personnel and civilian contractor employees for assignment to or utilization in Presidential support activities will be strictly observed. Additionally, the requirements for investigations and reports prescribed in enclosure (1) will be adhered to. The provisions of this instruction and enclosure (1) apply to all component organizations of the Department of the Navy responsible for nominating, screening, selecting and assigning military or civilian personnel and contractor employees to Presidential support activities. The various types of Presidential support duties coming under the provisions of this instruction are listed in Section B of enclosure (1).

5. Responsibilities

a. General

- R) (1) The Chief of Naval Operations, the Commandant of the Marine Corps, Director, Naval Civilian Personnel Command, and commanding officers of those Department

of the Navy activities that administer Presidential support activity contracts, and other officials of the Department of the Navy who have administrative or operational control of personnel and responsibility for assigning personnel to Presidential support activities shall nominate only those persons considered most suitable and qualified in every respect. (The term commanding officer as used in this instruction is used as an all-inclusive term referring to the head of an organization regardless of the office title.)

(2) Commanding officers and contracting officials responsible for assigning personnel to Presidential support duties shall ensure that personnel not be assigned such duties until written approval is obtained in accordance with the provisions of this instruction.

(3) Activities administering Presidential support activity contracts for the Department of the Navy shall be guided by the provisions of this instruction, where applicable, regarding the unique requirements pertaining to civilian contractor employees.

b. Local Records Check and Initial Screening

(1) As part of the local records check required by Section D1 of enclosure (1) and the initial screening that must be accomplished prior to initiating a request for a Special Background Investigation (SBI), Background Investigation (BI), or an SBI or BI Bring-up Investigation, the requester will also review performance evaluations and performance ratings, as applicable, to determine that the individual has demonstrated consistently high standards of character, discretion, loyalty and performance.

(2) To assist in expediting completion of the required investigation and to preclude investigations being requested unnecessarily on personnel who may not be suitable for subject assignment, a prenomination review of medical or health records will be conducted by a medical officer/civilian physician, as appropriate. In all cases, the medical officer/civilian physician must be a native born or naturalized United States citizen. Specifically, a medical officer shall review the medical record and certify that the review reveals no illness or treatment that would affect the individual's reliability or judgment. Enclosure (1) shall be used for the medical officer's certification. The medical officer's certification will not accompany the investigative request, but will accompany the completed investigative file forwarded to the Secretary of the Navy.

(R)

R) c. Investigative Requirements

(1) Personnel nominated for Category One or Category Two duties as defined in subparagraphs B2(a) and B2(b) of enclosure (1) must be the subject of an SBI (Category One) or a BI (Category Two) completed within the 12 months preceding selection for Presidential support duties. Subparagraphs C4(a) and C4(b) of enclosure (1) delineate specific requirements for commanding officers in each case.

(2) SBI and BI bring-up investigations will be conducted in accordance with subparagraph C4(c) of enclosure (1).

d. Investigative Requests

(1) Investigative requests shall be prepared in accordance with the instructions contained in reference (a) or (b), as applicable, and the following:

(a) The administrative nickname "YANKEE WHITE" shall be stamped or printed in block 20 of the DD Form 1879 for all investigative requests initiated in accordance with this instruction.

(b) Investigations submitted on personnel being considered for their initial assignment to Presidential support duties shall have the following statement included in block 20 of the DD Form 1879: "For initial assignment to Presidential support duties as (specific assignment, i.e., White House Social Aide, member U.S. Marine Band, member Ceremonial Guard, Marine Guard at Camp David, etc.)."

(c) Include in the investigative package for each SBI an original and three copies of the National Agency Check Request, DD Form 1584, completed through Item 6 for the member's spouse.

(d) Block 7 of the DD Form 1879 shall contain the name and address of the command where the member will be assigned while performing Presidential support duties.

(2) Investigative requests shall be submitted to the Defense Investigative Service (DIS) or the Defense Industrial Security Clearance Office (DISCO), as appropriate, in accordance with the instructions contained in Section D2 of enclosure (1).

e. Continuing Evaluation During Investigative Process.

Subsequent to submission of the investigative request, any significant information developed or otherwise brought to the attention of the commanding officer having administrative or operational control over the individual being processed for duty in a Presidential support assignment will be reported to the following official/organization, as applicable:

(1) If the investigation is still in the process of being completed or if the investigation has been completed but not yet submitted to the Secretary of the Navy, DIS or DISCO, as applicable, shall be notified of the new information.

(2) If the investigation has been completed and the nomination submitted to the Secretary of the Navy, the Secretary of the Navy and DIS or DISCO, as applicable, shall be notified.

This notification is required in order to expand the investigation and develop all information relevant to the issue and also to preclude an individual being approved for assignment to Presidential support duties when, based on new information, the individual may not meet the prescribed standards.

f. Submission of Nominations

(1) Investigative files that are completely favorable or that contain minor derogatory information (i.e., minor traffic violations, etc.) will be submitted to the Secretary of the Navy for review and further submission to the Secretary of Defense. An investigative file containing derogatory information that is serious in nature or that is clearly disqualifying will be transmitted to the Commandant of the Marine Corps, Chief of Naval Personnel or activity administering the Presidential support activity contract, as appropriate, for decision and disposition. Derogatory investigative files may be transmitted to the Secretary of the Navy, if considered appropriate, after review at the level indicated above. Section E6 of enclosure (1) contains further specific guidance concerning nonselection of contractor employees and contractor notification procedures.

(2) Nominations shall be submitted to the Secretary of the Navy via the appropriate official indicated in subparagraph 5f(1) above, if appropriate. Nominations shall be submitted in the format of enclosure (2), Sample Transmittal Memorandum, of enclosure (1).

g. Continuing Evaluation. Commanding officers having administrative or operational control of personnel approved and assigned to Presidential support duties shall establish procedures for a continuing evaluation of the behavioral and emotional reliability of their personnel and shall establish procedures to ensure that they, through their subordinates at all levels of command, will be notified immediately of any serious derogatory information of a nature outlined in Section C3 of enclosure (1). These procedures will include, but are not limited to, flagging service and medical records with the following statement:

"This member is assigned to duty with a Presidential support activity. Report immediately to the member's commanding officer any behavioral changes that may affect this member's reliability or may require further evaluation."

Department of the Navy activities administering Presidential support activity contracts shall be notified by the contractor through appropriate channels when contractor employees are the subject of such information.

h. Indoctrination and Counseling. Commanding officers shall establish procedures whereby supervisory personnel (military, civilian and contractor) are indoctrinated and counseled, as necessary, concerning their responsibilities in regard to the above. Consideration should be given to utilization of the typical characteristics and behavioral trends contained in Section H1 of enclosure (1) as a basis for command indoctrination programs. Additionally, individuals assigned to perform Presidential support duties shall be instructed in their responsibilities in accordance with Section H2 of enclosure (1).

6. Removal of an Individual from Presidential Support Duties for Cause

a. Matters reflecting adversely on an individual's character, discretion, loyalty, performance, activities, and associations shall constitute the basis for removal for cause from Presidential support duties. Commanding officers having personnel assigned to Presidential support duties and contracting officers of activities administering Presidential support activity contracts will be guided by the provisions of Section I of enclosure (1) regarding the removal or suspension of individuals from Presidential support duties for cause. The Secretary of the Navy shall be telephonically notified not later than the beginning of the next working day of an individual's removal or suspension so that required notification may be made to the Secretary of Defense. Telephone notification shall be made to:

White House Liaison Office,
Office of the Secretary
of the Navy

Autovon 225-0304
Commercial
(202) 695-0304

b. All required written follow-up and investigation status reports required by Section A of enclosure (1) will be transmitted to the Secretary of the Navy with copies to the Commandant of the Marine Corps or the Chief of Naval Personnel, as appropriate.

7. Reassignment of Personnel. When an individual is administratively transferred or similarly removed from an assignment involving Presidential support duties (i.e., upon completion of a normal tour of duty, completion of a contract, transfer, resignation, retirement, or detachment from Presidential support duties in accordance with routine military or civilian personnel policies), the clearance of the individual for assignment or utilization involving Presidential support duties is automatically terminated. Commands are to notify the activity/activities having custody of service and medical records, and request cancellation of the special annotation of the individual's service and medical records.

8. Manpower Coordination. The Commandant of the Marine Corps or the Chief of Naval Personnel will designate and manage Marine, Navy, and Department of the Navy civilian positions respectively, which fall within the scope of this instruction. The Assistant Secretary of the Navy (M&RA) is authorized to direct the assignment of civilian employees serving in Navy and Marine Corps activities to Presidential support activities when tasked by Secretary of the Navy.

9. Single Point of Contact for Department of the Navy. The office of the Administrative Assistant and Aide to the Secretary of the Navy is designated as the single office to represent the Department of the Navy on all matters covered by this instruction. In this regard, the Commandant of the Marine Corps, the Chief of Naval Personnel and commanding officers of those Department of the Navy activities involved with the administration of the Presidential support activity contracts, will provide to the Office of the Administrative Assistant and Aide to the Secretary of the Navy the names, mailing addresses, and telephone numbers of their respective action officers in order to facilitate communication in manpower and personnel matters. Additionally, these officials will, as requested, assist the Administrative Assistant and Aide to the Secretary of the Navy in maintaining liaison with the Executive Secretariat of the Secretary of Defense and counterpart representatives of the other service components and will

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provide guidance to field commanders, commanding officers, and contractors in these matters, as appropriate.

- R) 10. **Action.** The Commandant of the Marine Corps; Commander, Naval Military Personnel Command; Director, Naval Civilian Personnel Command and commanding officers of the Department of the Navy activities administering Presidential support activity contracts will receive, review, update as necessary and return to the Secretary of the Navy the two-part Quarterly Report on Approved White House Support Personnel required by Section K of enclosure (1). The responsible command shall line through names of transferred individuals on the Quarterly Report on Approved White House Support Personnel and indicate, in the right margin of the report, the date terminated and the reason (i.e., transferred, retired, separated, released from active duty, etc.). Reports shall be submitted

in time to reach the Office of the Secretary of the Navy within 10 days after the end of the quarter.

11. Report and Forms

a. Symbol DD-SD(Q)934(5312) is assigned to the report contained in paragraph 10 and has been approved for 3 years only from the date of this instruction.

b. DD 1584 (National Agency Check Request), S/N 0102-LF-001-5840, and DD 1879 (Request for Personnel Security Investigation), S/N 0102-LF-068-0100, may be ordered from the Navy Supply System utilizing NAVSUP P2002.

JAMES F. GOODRICH
Under Secretary of the Navy

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ExSec/SD&DSD *

Department of Defense Directive

SUBJECT Selection of DoD Military and Civilian Personnel
and Contractor Employees for Assignment to Presi-
dential Support Activities

References: (a) DoD Directive 5210.55, "Selection of Depart-
ment of Defense Military and Civilian Per-
sonnel for Assignment to Presidential Sup-
port Activities," January 11, 1969
(hereby cancelled)

*	(b) DoD 5200.2-R, "DoD Personnel Security Program,"	*
*	December 1979	*
*	(c) Title 10, United States Code, Chapter 47, Uniform Code	*
*	of Military Justice (USMJ), Article 15	*
*	(d) DoD Directive 5400.7, "DoD Freedom of Information	*
*	Act Program," March 24, 1980	*
*	(e) through (f), see enclosure 1	*

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to (1) prescribe uni-
form policies and procedures for the nomination, screening,
selection, and continued evaluation of Department of Defense
(DoD) military and civilian personnel and contractor employees
assigned to or utilized in Presidential support activities;
(2) prescribe the requirement for investigations of persons
nominated for such assignments; (3) establish reporting require-
ments; and (4) assign responsibilities for carrying out the
provisions of this Directive. Reference (a) is hereby super-
seded and cancelled.

B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office
of the Secretary of Defense, the Military Departments, the
Organization of the Joint Chiefs of Staff, and the Defense
Agencies (hereinafter referred to collectively as "DoD Com-
ponents").

2. Its provisions encompass all DoD organizations which
assign personnel to Presidential support duties involving

regular or frequent contact with or access to the President or Presidential facilities, communications activities, or modes of transportation. These assignments are divided into two categories:

a. Category One

(1) Personnel assigned on a permanent or full-time basis to duties in direct support of the President (including the office staff of the Director, White House Military Office, and all individuals under his control):

(a) Presidential aircrew and associated maintenance and security personnel.

(b) Personnel assigned to the White House communications activities and the Presidential retreat.

(c) White House transportation personnel.

(d) Presidential mess attendants and medical personnel.

(e) Other individuals filling administrative positions at the White House.

(2) Personnel assigned on a temporary or part-time basis to duties supporting the President:

(a) Military Social Aides.

(b) Selected security, transportation, flight-line safety and baggage personnel.

(c) Others with similar duties.

(3) Personnel assigned to the Office of the Military Aide to the Vice President.

b. Category Two

(1) Personnel assigned to honor guards, ceremonial units, and military bands who perform at Presidential functions and facilities.

(2) Employees of contractors who provide services or contractor employees who require unescorted access to Presidential support areas, activities, or equipment--including maintenance of the Presidential retreat, communications, and aircraft.

(3) Individuals in designated units requiring a lesser degree of access to the President or Presidential support activities.

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* Designation of such units requires approval by The Executive Secretary *
* to the Secretary and Deputy Secretary of Defense (hereinafter referred *
* to as The Executive Secretary).

3. This Directive does not apply to DoD personnel whose duties involve infrequent visits to the executive offices of the White House or other Presidential facilities to conduct official business with the Presidential/Vice Presidential staffs.

C. NOMINATION AND SELECTION POLICY

1. Standard. Only those persons shall be nominated for, selected for, assigned to, employed in, or retained in Presidential support duties who are best suited for such duties based on a determination that their assignment, employment, or retention is clearly consistent with optimum Presidential security.

2. Nomination. Only those individuals most suitably qualified shall be considered for nomination to Presidential support duties. Minimum requirements include:

a. Must be a U.S. citizen who exhibits excellent character, mental stability, and a high degree of maturity, discretion, and trustworthiness, and who is believed to be unquestionably loyal to the United States.

b. Past and present duty performance, activities, and associations must be satisfactory in all aspects.

c. Immediate family shall be U.S. citizens who are not subject to physical, mental, or other forms of duress by a foreign power and who do not advocate or practice acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the United States or any State or subdivision thereof. Immediate family in the sense of this Directive includes spouse, offspring, living parents, brothers, sisters, or other relatives or persons to whom the individual is closely linked by affection or obligation. Waivers of the citizenship requirement may be granted by The Executive Secretary in consultation with the Director, White House Military Office.

3. Selection. Selection shall be a commonsense judgement, based on review of all available information. A nominee may not be selected for Presidential support duties if derogatory information in any of the categories outlined below is revealed during review of the case:

* a. Those criteria set forth in section 2., DoD 5200.2-R, *
* (reference (b)). *

* b. Conviction by courts-martial, imposition of punishment *
* under Article 15, Uniform Code of Military Justice (reference (c)), for a *

serious offense, or administrative separation in lieu of courts-martial. Record of conviction by courts-martial or imposition of punishment under Article 15, UCMJ, is not in itself necessarily disqualifying.

c. Arrests by civil or military agencies or frequent minor involvement with law enforcement agencies, which indicate irresponsibility or disrespect for the law.

d. Negligent or substandard performance of duty.

e. Evidence of personal habits, characteristics, traits, activities or associations which would be a basis for reasonable doubt as to the individual's reliability, stability, or general suitability for Presidential support duties.

4. Investigative Requirements

* a. Personnel nominated for Category One duties must have been the subject of a Special Background Investigation (SBI), conducted in accordance with current DoD investigative scope requirements described in section IV, Defense Investigative Service Manual 20-1 (reference (f)). SBI must have been completed within the 12 months preceding selection for Presidential support duties. The individual's spouse shall be checked, at a minimum, through the Investigative Files of the Federal Bureau of Investigations and other national agencies as appropriate. In the event the individual marries subsequent to the completion of the SBI, the required spouse check shall be made at that time. *

* b. Personnel nominated for Category Two duties must have been the subject of a Background Investigation (BI), conducted in accordance with current DoD investigative scope requirements described in section III, Defense Investigative Service Manual 20-1 (reference (f)). BI must have been completed within the 12 months preceding selection for Presidential support duties. It should be noted that the duties (separate and distinct from their Presidential support responsibilities) of some Category Two personnel may make it necessary for them to have special access clearances, which require an SBI. *

c. SBI and BI Bring-up Investigations

* (1) SBI or BI bring-up investigations shall be conducted in accordance with current DoD scope requirements described in paragraph 3-46, Defense Investigative Service Manual 20-1 (reference (f)) at 5-year intervals from the date of the most recent prior investigation on both Category One and Category Two personnel who have been assigned continuously to Presidential support duties. *

(2) The results of the SBI or BI bring-up investigation shall be processed and submitted for review and approval for continued assignment of an individual to Presidential support duties in accordance with procedures in section E.

5. Responsibilities

a. The heads of DoD Components with a Presidential support mission or who are called upon to nominate personnel to Presidential support activities shall:

(1) Designate a single office to represent the DoD Component on all matters covered by this Directive. The office so designated shall be specified in the implementing regulations required by section L.

(2) Be responsible for the nomination and assignment of individuals to Presidential support activities on a continuing basis and ensure that needed replacement personnel are identified in a timely manner to permit routine processing of the required investigations and higher echelon review and selection prior to assignment.

(3) Ensure that requests for expeditious handling of investigations are limited to those which are fully justified on the basis of priority operational requirements and are coordinated with The **Executive Secretary** before submission to the Defense Investigative Service (DIS). The need for such requests should be rare in view of the fact that all Presidential support investigations are, as a matter of practice, assigned priority handling by the DIS.

b. The **Executive Secretary** shall be responsible for making suitability determinations as required herein and for general oversight of the administrative implementation of this Directive.

D. PRENOMINATION PROCEDURES

1. Review of Local Files

a. The DoD Component preparing to nominate an individual to Presidential support duties shall review all locally available records in making a determination based on the standard set forth in section C. During this review, particular emphasis shall be placed on identifying any potentially disqualifying information, as outlined in section C.3.

b. As a minimum, the prenomination review shall include the following:

(1) Active Duty Military Personnel

(a) Official military personnel records, for any unfavorable information.

(b) Official medical records, to include certification by a medical officer who is a U.S. citizen, that no physical or mental

disorder is noted in the record which could adversely affect the individual's reliability or judgement.

(c) Effectiveness/efficiency/fitness report file, to determine that the individual has demonstrated consistently high standards of performance.

(d) Local security files, for any unfavorable information.

(2) DoD Civilian Employees

(a) Official Personnel Folder, for any unfavorable information.

(b) Official medical records, as available, to include certification by a medical officer, who is a U.S. citizen, that no physical or mental disorder is noted in the record which could adversely affect the individual's reliability or judgement.

(c) Local security files, for any unfavorable information.

(3) Contractor Employees

(a) Contractor personnel records, for any unfavorable information.

(b) Medical or health records maintained by the contractor, under reviewing arrangements made by the contracting officer of the DoD Component concerned, by a medical officer who is a U.S. citizen, for evidence of any physical or mental disorder that could adversely affect the individual's reliability or judgement.

(c) Contractor security files, for any unfavorable information.

c. It is the responsibility of the DoD Component requesting the medical records review addressed above to inform the medical facility concerned of the requirement that certifying medical officers be U.S. citizens.

d. The review addressed above should determine that no unfavorable information is noted in the records that is disqualifying as set forth in section C.3. Further consideration should be given only to those individuals found to be most qualified.

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2. Investigative Requests

a. General. The investigative requirements set forth in this Directive shall apply to new and/or updated investigations requested 60 days or more after the effective date of this Directive.

b. Initiation of Investigative Requests

(1) Military or DoD Civilian Employees. DoD Components shall submit requests for investigations directly to DIS. Normally, the military organization where the military member or civilian employee will actually perform Presidential support duties shall make the request to DIS; however, circumstances may exist where a losing command may request an investigation under this Directive in anticipation of the individual performing Presidential support duties at a next duty assignment. To avoid confusion or duplication, the losing organization requesting an investigation should notify the gaining organization that a request for investigation has been initiated.

(2) Contractor Employees

(a) Requests for investigation of contractor employees being considered for nomination to Presidential support duties, whose employment also requires access to classified information, shall be submitted by the DoD Component administering the contract through the Defense Industrial Security Clearance Office (DISCO).

(b) Requests for investigation of those contractor employees whose Presidential support duties do not require access to classified information shall be submitted by the DoD Component concerned directly to DIS. An information copy of the request shall be sent to DISCO for their records in order to avoid duplicative investigative requests on contractor employees who have already been investigated, or who might require a subsequent investigation under the Industrial Security Program.

(c) The DoD contracting activity is responsible for ensuring that the requirements of this Directive are incorporated into the contract of each contractor involved in Presidential support activities.

(d) Personnel security questionnaires that are executed by contractor employees processed under this Directive shall comply with DoD Regulation 5220.22-R (reference (e)).

(3) The administrative nickname "YANKEE WHITE" shall be stamped or printed in the Remarks Section of DD Form 1879, "Request for Personnel Security Investigation," for all requests initiated in accordance with this Directive.

3. Disqualification Prior to Nomination

a. Upon completion of the DIS investigation, the complete file concerning the potential military or DoD civilian employee nominee shall be reviewed and evaluated by a designated senior member of the DoD Component to which the nominee will be assigned when performing Presidential support duties. This review and evaluation for contractor employees will be conducted by a designated senior member of the DoD Component administering the contract involved. DIS shall return to the requesting organization, through DISCO, completed investigations on contractor employees whose duties require access to classified information.

b. In those cases in which the designated senior member performing the review and evaluation determines that disqualifying information exists, further processing of the case shall be terminated, except for contractor employees, whose cases will be governed by the provisions of E.6.

c. DISCO shall promptly notify the requesting organization whenever a determination has been made on those contractor employees being considered for Presidential support duties, whose duties also require access to classified information, that the investigation has developed information which could result in the individual's denial or revocation of access to classified information. However, DISCO shall continue processing the clearance for access to classified information to a final determination.

d. Denial or revocation of a security clearance for access to classified information shall automatically result in disqualification of an individual for nomination and assignment to Presidential support duties.

e. The disqualification of an individual for nomination and assignment to or utilization in, or subsequent removal from, Presidential support duties shall not, in and of itself, constitute grounds for any further action (i.e., administrative, personnel, disciplinary, or security related) since it is not necessarily an adverse reflection on the ability or character of the individual. Only when such a disqualification results from the discovery of information that is valid grounds in and of itself for disciplinary, administrative, or other action, shall that action be taken.

f. A case may contain minor derogatory or questionable information, about which there is doubt as to whether or not it is disqualifying, but for which further investigation seems inappropriate. If the individual is otherwise the most qualified person available for nomination to the Presidential support assignment concerned, the case shall be forwarded with an evaluation and recommendation by the head of the organization concerned.

E. NOMINATION AND SELECTION PROCEDURES

1. A complete nomination file, including certification that all requirements of this Directive have been met, shall be forwarded expeditiously, using the format set forth at enclosure 2, to the single office designated to act on behalf of the respective DoD Component for Presidential support.

* 2. It is the responsibility of the designated single office to further review the complete nomination file to assure that the requirements of this Directive have been met. The designated office, if concurring in the basic evaluation and recommendation, shall forward the entire file to The Executive Secretary using the format set forth at enclosure 3. *

* 3. When the single office does not concur in the lower echelon determination that the individual is suitable for nomination to Presidential support duties, the DoD Component concerned shall cancel the nomination; however, the entire file, together with the rationale for the cancellation, shall be forwarded to The Executive Secretary for further review. *

4. The Executive Secretary shall coordinate the selection of individuals in the following categories with the Director, White House Military Office: *

a. Those whose duties will require a close association with the President.

b. Those whose duties will require a White House pass.

c. Those whose completed file contains minor derogatory information or otherwise questionable material causing doubt as to their suitability for the duties involved.

d. Contractor employees whose completed file contains any derogatory or questionable information.

* 5. The Executive Secretary may select any individual nominated for Presidential support duties, subject to the provisions of Section E.4. *

* The Executive Secretary may decline to select any individual nominated for assignment to Presidential support duties except contractor employees. *

6. The nonselection of any contractor employee nominated for utilization in Presidential support duties shall be a responsibility of the United States Secret Service after referral by the Director, White House Military Office. Notification to the contractor of the nonselection shall be made by the contracting officer of the DoD Component administering the contract.

F. NOTIFICATION

* 1. After the appropriate determination has been made, The Executive Secretary shall return the file to the designated single office of the originating DoD Component with a statement that the individual is either selected or not selected for assignment to or employment or utilization in Presidential support duties. *

2. Individuals not selected shall be removed from further consideration for such duties. This removal shall be without prejudice, unless there exists derogatory information that is grounds for adverse action. beyond the Presidential support program.

3. Contractor employees who are not selected shall not be utilized for duties addressed in section B.2.b. Nonselection, in and of itself, does not affect options to utilize the employees on other contracts, including classified contracts. Under the provisions of this Directive, the processing of contractor employees to determine their suitability for employment in positions involving Presidential support duties is outside of the auspices of the Industrial Personnel Security Clearance Program for appeal purposes.

4. DoD Components shall forward requests to appeal a nonselection action, for other than contractor employees, through the same channels as the initial nomination. DoD Components shall include the original nomination file, plus whatever additional mitigating information is offered by the appellant and any other information considered relevant.

G. TOUR OF DUTY

* The tour of duty for all military personnel selected for assignment to Presidential support duties shall be stabilized for the maximum period allowable under the assignment policies of the Military Department concerned, with the minimum being 1 year from the date of the assignment to Presidential support duties. Waivers of obligated service to meet this requirement will be considered on a case-by-case basis by The Executive Secretary. *

H. CONTINUING EVALUATION

1. DoD Components having administrative or operational control of personnel selected and assigned to Presidential support duties shall establish procedures for a continuing evaluation of the suitability of these personnel for such duties. This requirement also applies to management personnel exercising supervision over contractor employees performing Presidential support duties. Supervisory personnel should observe and report to appropriate security personnel any indications of changes in the following characteristics or behavior which might be relevant to an individual's continued suitability for Presidential support duties.

- a. Attitude on the job or job performance.
- b. Special personal problems or family pressures.
- c. Undue pressure or emotional strain.
- d. Signs of overindulgence in alcohol, use of drugs, or abuse of prescribed medications.
- e. Change in physical ability to perform assigned duties.
- f. Indications of bizarre or deviate behavior.
- g. Frequent minor involvement with law enforcement agencies or other signs of irresponsible conduct.
- h. Changes in financial status such as sudden or unexplainable affluence or heavy indebtedness.
- i. Changes in marital status; i.e., marriage to a foreign national.

2. Each individual selected for Presidential support duties shall be instructed that the ultimate responsibility for remaining suitable for continued assignment to, detail to, or employment in such duties rests with the individual. Therefore, each individual is encouraged to seek appropriate guidance and assistance on any personal problem or situation that may have a possible bearing on his or her suitability for continued utilization in Presidential support duties. Appropriate counseling should be made available by the organization in which such duties are performed.

3. Supervisory indoctrination programs shall be established by the DoD Components concerned to ensure that supervisory personnel recognize and discharge their special responsibility in matters relating to the suitability of their subordinates for continued utilization in Presidential support duties. These programs shall provide practical guidance or behavioral signals relating to an individual's continued suitability for such duties.

4. DoD Components shall establish procedures to ensure that:

- a. Appropriate organizational management personnel are notified immediately of any information which raises doubt as to the individual's suitability for continued utilization in Presidential support duties.
- b. When contractor employees are the subject of such information, the DoD Component administering the contract is to be notified.

I. TEMPORARY SUSPENSION AND PERMANENT REMOVAL

Individuals may be temporarily suspended or permanently removed from Presidential support duties at any time by the head of the organization in which the individual is performing such duties, or by higher authority, whenever information becomes available that the individual is not, or may no longer be, suitable under the standards set forth in this Directive for Presidential support duties. Contractor employees may be suspended only by the contracting officer, pending a final decision by the United States Secret Service. See also section D.3.e.

1. Permanent Removal

a. Telephonic notification to The **Executive Secretary** is required, no later than the beginning of the following duty day for each permanent removal and will include an assessment as to whether or not unfavorable publicity may result.

b. Written followup, including a full report of all available information, shall be submitted to The **Executive Secretary** within 3 working days.

2. Temporary Suspension

a. Telephonic notification to The **Executive Secretary** is required no later than the beginning of the following duty day for only those temporary suspensions from which unfavorable publicity may result.

b. In all cases of temporary suspension in which it is evident that the derogatory information upon which the suspension is based requires further clarification, an investigation shall be promptly initiated in order to develop all information relevant to the issue.

c. Written followup regarding those cases covered by section I.2.a., including a summary of all available information, shall be provided within 3 working days. A full report of investigation, if appropriate, shall be forwarded to The **Executive Secretary** within 60 days.

d. Written monthly status reports for each suspension pending investigation are required. Temporary suspension actions unresolved within 90 days shall automatically become permanent removals and The **Executive Secretary** notified accordingly.

e. Caution must be exercised when making initial and followup notifications concerning investigations to ensure the investigation is not compromised through unnecessary or accidental dissemination of investigative information to unauthorized parties.

3. The Director, White House Military Office, also shall be telephonically notified, by the commander of those units under the Director's operational control, concerning individuals who are suspended or removed.

4. Written followup reports shall be forwarded through the normal nomination process channels for review and evaluation at each level to ensure that the suspension or removal is warranted.

* 5. In all suspension or removal actions where a likelihood of
* embarrassment to the President is indicated, DoD Components shall notify
* The Executive Secretary during duty hours or the Office of the Secretary
* of Defense Duty Officer during nonduty hours. The Duty Officer is
* located in the OSD Cables Division, Correspondence and Directives Director-
* ate.

J. ACTION CONCERNING ADMINISTRATIVE REASSIGNMENTS AND REQUESTS FOR
REINSTATEMENT OR WAIVERS

1. When an individual is administratively transferred or similarly separated from an assignment involving Presidential support duties (i.e., upon completion of a normal tour of duty, completion of a contract, transfer, resignation, retirement, or detachment from Presidential support duties in accordance with routine military or civilian personnel policies), or permanently removed for cause, the clearance of the individual for assignment or utilization involving Presidential support duties is automatically terminated.

a. An individual administratively terminated from Presidential support duties must be reinvestigated and reselected for subsequent assignment to Presidential support duties, except:

* (1) A request for waiver of the reinvestigation require-
* ment may be considered by The Executive Secretary, on a case-by-case basis,
* for an individual transferring directly from one Presidential support
activity to another, of the same or less sensitive category, with no
intervening duty station or assignment.

* (2) A request for waiver of the reinvestigation require-
* ment may be considered by The Executive Secretary, on a case-by-case basis,
* for a contractor employee who was administratively terminated from
Presidential support duties for a period not to exceed 6 months. Such a
case will only be considered if the contractor employee has remained
in a position requiring a security clearance.

* b. A request for waiver of other requirements of this Direc-
* tive may be granted only by The Executive Secretary.

K. REPORTS

1. Each DoD Component responsible for assignment of military or civilian personnel, or contractor employees, to Presidential support activities

* shall submit to The Executive Secretary a two-part quarterly report, in duplicate, as follows: *

a. Part One shall list personnel approved in accordance with section F.1. who are assigned to Presidential support duties as of the end of the quarter. The report shall include the individual's name, grade or rank, social security number, and the Presidential support activity assignment or employing agency.

b. Part Two shall list all personnel transferred or deleted from the list of assigned or employed personnel since the last quarter. The report shall include the individual's name, grade or rank, social security number, and Presidential support activity where individual was previously assigned or employed.

* 2. Reports shall be submitted for the first quarter that ends subsequent to the effective date of this Directive, and each quarter thereafter. Reports shall reach The Executive Secretary within 15 days after the end of the quarter. *

3. The reports shall be marked "FOR OFFICIAL USE ONLY" unless the originators determine that a higher security classification is required and warranted in accordance with other appropriate security directives.

4. The reporting requirement established in section K.1. has been assigned Report Control Symbol DD-SD(Q)934.

L. EFFECTIVE DATE AND IMPLEMENTATION

* This Directive is effective immediately. Forward two copies of implementing regulations to The Executive Secretary to the Secretary and Deputy Secretary of Defense within 90 days. *



Deputy Secretary of Defense

Enclosures - 3

1. References, continued
2. Sample Transmittal Memorandum for DoD Component
3. Sample Transmittal Memorandum for The Special Assistant

SECNAVINST 5312.12B

22 SEP 1983

CERTIFICATION OF MEDICAL OFFICER

DATE

I certify that on this date I reviewed the medical records of

Rank/Rate	First	Middle	Last Name	Branch of Service	SSN
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and found no record of treatment for mental or physical disorders, or evidence of any other illness which could adversely affect this individual's reliability or judgment.

I further certify that I am a citizen of the United States of America.

Signature of Medical Officer

Rank SSN

Enclosure (2)

July 6, 77
5210.55 (Encl 3)

SAMPLE TRANSMITTAL MEMORANDUM

MEMORANDUM FOR The **Executive Secretary** to the Secretary and Deputy
Secretary of Defense

SUBJECT: Personnel Investigation File

1. The attached investigative file, which concerns (enter name, rank or civilian grade, social security number, Military Department), has been completed, in accordance with DoD Directive 5210.55, and is forwarded for review. Pertinent information concerning the unit of assignment and Presidential support duties is contained in the attached memorandum from (enter identity of appropriate DoD Component activity).
2. Assignment of these duties requires favorable completion of a (enter Special Background Investigation or Background Investigation).
3. (Enter any statements desired to amplify on those in the attached memorandum from the subordinate echelon.)
4. This person (is or is not) recommended for the assignment.

Attachment

July 6, 77
5210.55 (Encl 2)

SAMPLE TRANSMITTAL MEMORANDUM

MEMORANDUM FOR: (Enter Identity of Appropriate DoD Component Single Office)

SUBJECT: Personnel Investigation File

1. The attached investigative file concerning (enter name, rank or civilian grade, social security number, Military Department or DoD employing agency or contractor facility) has been completed in accordance with DoD Directive 5210.55 and is forwarded for review.
2. (Enter name) is being nominated for (state assignment or continued assignment) to (identify the specific Presidential support activity) as a (identify the individual's specific duty assignment; i.e., aviation maintenance technician, security policeman, steward, rotor blade examiner, switchboard operator, etc.).
3. These duties are addressed in section B., (specify Category One or Category Two) of DoD Directive 5210.55, requiring completion of a favorable (enter Special Background Investigation or Background Investigation). (Note that, per Section D.4.b., it is conceivable that Category Two personnel could have had an SBI vice a BI.)
4. (State that the attached file contains no derogatory information, or that the attached file contains derogatory information summarized below:) (Summarize derogatory information in subparagraphs(s).)
5. The above-identified individual (is or is not) recommended for assignment to the activity and duties for which nominated. (Justify the recommendation if derogatory information is contained in the file. Specifically identify all reasons for a recommendation that a contractor employee not be selected for the particular position in question.)
6. (If appropriate, state that the individual's effectiveness or performance reports have been reviewed and found acceptable.)
7. Investigative file indicates that the (specify SBI or BI) was completed on (specify date) and the national agency check was completed on (specify date).

Attachment

July 6, 77#
5210.55 (Encl 1)

REFERENCES, continued

- | | | |
|---|--|---|
| * | (e) DoD 5220.22-R, "Industrial Security Regulation," January 1981, | * |
| * | authorized by DoD Directive 5220.22, "DoD Instruction Security | * |
| * | Program," December 8, 1980 | * |
| * | (f) Defense Investigative Service Manual 20-1, "Manual for Personnel | * |
| * | Security Investigations," January 30, 1981 | * |

22 SEP 1983

CERTIFICATION OF MEDICAL OFFICER

DATE

I certify that on this date I reviewed the medical records of

Rank/Rate	First	Middle	Last Name	Branch of Service	SSN
-----------	-------	--------	-----------	-------------------	-----

and found no record of treatment for mental or physical disorders, or evidence of any other illness which could adversely affect this individual's reliability or judgment.

I further certify that I am a citizen of the United States of America.

Signature of Medical Officer

Rank SSN

Enclosure (2)